

Authorization Balance:

Beginning Authorization - Reflects the prior year ending balance of Federal Authorization plus any additional authorizations approved during the current fiscal year.

Receipts - This field reflects federal receipts at the SCO 44 account level for GLs 1115, and 1140. It is reduced when revenue refunds are made to the federal government from the SCO 44 account.

Net Authorization - Beginning Authorization less Receipts.

Cash (SCO 44 Level):

Beginning Balance - The prior year ending cash balance for the SCO 44 Account at the start of the fiscal reporting period.

Receipts - This field reflects federal receipts at the SCO 44 account level for GLs 1115, and 1140. It is reduced when revenue refunds are made to the federal government from the SCO 44 account.

Transfers Out - This field reflects all transfers (shown as a negative amount) from the SCO 44 Account to appropriations. Transfers from appropriations back to the SCO 44 Account are added to this field as positive amounts.

Ending Balance - This shows the balance of cash in the SCO 44 Account. Determined by summarizing the Beginning Balance (+,-), Receipts (+) And Transfers-Out (-) fields.

Document Shadow File

The Document Shadow File inquiry screen may be accessed by entering **H.4** on any Command line. The Document Shadow File is one of the two shadow files that are available for online inquiry, but no trial posting occurs during the day. It provides detailed data about each document maintained in the department's Document File. In addition, the Document File may be accessed during financial transaction entry to retrieve the data and populate the transaction.

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9990 H.4: Document                                08-31-2011 08:03 AM

DOCUMENT SHADOW FILE INQUIRY
ENTER FUNCTION: _ (S=START)
ORG CODE: 9990 DOCUMENT NO: 50000340 00 FFY: 2011 GL ACCT: 3020 SECTION: 00
APPN SYMBOL: 131 PROGRAM: 11 ELEMENT: 00 COMPONENT: 000 TASK: 000
FUND: 0001 FUND DETAIL: 00 FUND SOURCE: G METHOD: 2 CATEGORY: 0 OBJECT: 00
OBJECT DETAIL: 000 SOURCE: 000000 REFERENCE: 011 CHARACTER: 1 ENACT YR: 2010
INDEX: PCA NO: PCA ACTIVITY: PROJECT: WORK PHASE:
CATEGORY: OBJECT: OBJECT DETAIL: AGENCY OBJECT: FUND DETAIL:
SOURCE: AGENCY SOURCE: SUBSIDIARY ACCOUNT:
DOC DATE: DUE DATE: LAST PROCESS DATE: 08/29/2011
VENDOR NO: VENDOR NAME:
CURRENT MONTH PRIOR MONTH PRIOR YEAR
DOCUMENT AMOUNT: 1,650.00- 0.00+ 0.00+
ADJUSTMENT AMOUNT: 0.00+ 0.00+
LIQUIDATION AMOUNT: 0.00+ 0.00+ 0.00+
COLLECTION/PMT AMT: 0.00+ 0.00+ 0.00+
BALANCE: 1,650.00- 0.00+ 0.00+

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Retrn Quit Hist Bkwr Frwr Main

```

The financial fields displayed on the Document Shadow File Inquiry screen are:

Document Amount - The original established document amount.

Adjustment Amount - The net amount of any increases or decreases made to the original document due to Purchase Estimate or contract changes, etc.

Liquidation Amount - The net reductions made to the document amount due to payments or collections.

Collection/Payment Amount - The total disbursement or receipt amount.

F4 Document History Search

The Document History Search feature allows department to research transaction information related to a Document File record. After a Document File record is retrieved in the Document Shadow File Inquiry screen, pressing the **F4=Hist** key will initiate a search for transaction(s) in the Online History File (Online HY) using the Document Number/Suffix and other key data element as the search key.

There are four interactive online screens associated with the Document History Search feature:

- ✧ The **Document History Search Pop-up** screen is used to specify the Fiscal Period from which to retrieve Online History File data.
- ✧ The **Document Inquiry Transaction Listing** screen displays the retrieved Online History record(s).
- ✧ The **History Detail** screen displays all Online History File data for a single transaction.
- ✧ The **Print Option** screen gives departments an option to generate a printed report or an electronic report file.

Document History Search Pop-up Screen

This screen is used to specify Fiscal Period search parameters. If the Fiscal Period fields are populated, the search for the History records will be based on the specified Fiscal Period. If the Fiscal Period field is left blank, the Create Date and the Last Process Date of the document are used to determine the Fiscal Period(s) to search for the History records.

The Document History Search pop-up screen will appear as shown:

```

9990 H.4: Document                                04-30-2008 09:46 AM

                                DOCUMENT SHADOW FILE INQUIRY
                                ENTER FUNCTION: _ (S=START)
ORG CODE: 9990 DOCUMENT NBR: AMERIC32  11 FFY: 2011 GLAN: 6150 SECTION: 00
APPN SYMBOL: 171 PROGRAM: 11 ELEMENT: 15 COMPONENT: 000 TASK: 000
FUND: 0890 FUND DETAIL: 00 FUND SOURCE: F METHOD: 1 CATEGORY: 0 OBJECT: 00
OBJECT DETAIL: 000 SOURCE: 000000 REFERENCE: 101 CHARACTER: 1 ENACT YR: 2010
INDEX:      PCA NO: 00177 PCA ACTIVITY:      PROJECT: 171000 WORK PHASE: 00
CATEGORY: 6 OBJECT: 61 OBJECT DETAIL: 706 AGENCY OBJECT:      FUND DETAIL:
SOURCE:      AGENCY SOURCE:      SUBSIDIARY ACCOUNT:
DOC DATE: 10/25/2010 DUE DATE:      LAST PROCESS DATE: 04/11/2011
VENDOR NO: 0000005010 00 VENDOR NAME: BAY AREA COMMUNITY RESOURCES
                                CURRENT MONTH      PRIOR MONTH      PRIOR YEAR
                                Document History Search

                                SEARCH PERIOD (FM, FY) FROM: MM YYYY TO: MM YYYY

                                If the search period is left blank, a search will be performed
                                from the Create Date to the Last Process Date of the Document.

                                Press Enter to submit the request, or F2 to cancel
  
```

After the Search Periods are specified, pressing the **Enter** key will initiate the Document History search. If the transaction(s) for the Document is found, the transaction(s) is displayed in the Document Inquiry Transaction Listing Screen.

NOTE: If the Document record being searched has a record create date that is older than the transactions stored in the Online HY, the search result may not represent the entire history of the Document. The transactions stored in the Online HY are for the current fiscal year and two prior fiscal years.

Document Inquiry Transaction Listing Screen

The Document Inquiry Transactions Listing screens display the transaction(s) selected from the search. There are two versions of the Document Inquiry Transaction Listing screen. One version displays transactions for General Ledger Account Number (GLAN) 6150 Document. The other version displays transactions for a Non-GLAN 6150 Document. There are three sub-screens which display the data information of the selected transactions. **F10** and **F11** are used to scroll right and left. i.e. from sub-screen **1** to **2** to **3** and back. **F7** and **F8** are used to scroll up and down if multiple pages of transactions are selected.

The Listing screens for GLAN 6150 are shown here:

Document Inquiry Transaction Listing Screen 1 (GLAN 6150)

```

9990 Document Inquiry Transaction Listing Screen 1          04-30-2008 09:46 AM
                                                    MORE=>
DOCUMENT/S: AMERIC32 11  FFY: 2007  GLAN: 6150 ENCUMBRANCES

Enter a 'P' in the F column to mark a transaction for print

  FISCAL  ----- BATCH ID -----
F MO YR   DATE   TP NBR  SEQ  D TC  R M TRANSACTION AMOUNT  DOCUMENT AMOUNT
-----
- 04 2007 10-25-07 07 010    1   211                1,193,336.00+      1,193,336.00+
- 07 2007 01-11-08 07 023    1   232                88,032.01-        88,032.01-
- 09 2007 04-11-08 07 002    2   232  F      1,000,000.00-      1,105,303.99-

DOCUMENT/S TOTAL AMERIC32 11  NUMBER OF ENTRIES = 3                0.00+
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Selct Quit          Dtail Print Bkwrđ Frwrđ Clear Left  Right Main

```

Document Inquiry Transaction Listing Screen 2 (GLAN 6150)

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9990 Document Inquiry Transaction Listing Screen 2          04-30-2008 09:46 AM
                                                    <=MORE=>
DOCUMENT/S: AMERIC32 11  FFY: 2007  GLAN: 6150 ENCUMBRANCES

Enter a 'P' in the F column to mark a transaction for print

  ----- BATCH ID -----
F   DATE   TP NBR  SEQ  D  INDX   PCA   OD  AO   PROJ/WP  SUBSIDRY  CHK NBR/
-----
- 10-25-07 07 010    1   1000  00177  706   171000 00
- 01-11-08 07 023    1   1000  00177  706   171000 00      1111111
- 04-11-08 07 002    2   1000  00177  706   171000 00      4444444

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit          Dtail Print Bkwrđ Frwrđ Clear Left  Right Main

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